

AMENDED

J. V. Fletcher Library Board of Trustees Minutes of the 7 November 2005 Meeting

Present: Trustees Dave Daniel, Marianne Fleckner, Sandy Kelly, and Bob Price; Director Ellen Rainville; Assistant Director India Nolen.

Absent: Trustees Liz Adams and Jack Wrobel.

Guests: None.

I. Call to Order

This meeting of the Trustees was called to order in the Story Hour Room at 7:35 PM.

II. Signing of Warrants

The following warrants were signed at the meeting:

Account Name	No.	Activity
Library Trustee Account	672	Expended \$265.94 for MLA conference fees and expenses and for the Staff and Volunteer recognition brunch supplies.
All Purpose Trust Fund	673	Expended \$222.50 for petty cash.
Library Book Fund	674	
Lecture Trust Fund	675	
J. V. F. Library Trust Fund	676	Expended \$927.34 for the recognition brunch catering and supplies.
E. D. R. Continuing Education Trust Fund	677	

III. Review of Past Minutes

The minutes of the August 8 meeting were approved as amended. Acceptance was moved by Marianne, seconded by Bob; approved 2 for, 0 against, 2 abstentions.

The minutes of the October 3 meeting were approved as amended (Marianne, Sandy; 3, 0, 1).

The Town Clerk has made a formal request to Ellen for the minutes of those meetings for which approved minutes have not already been submitted: December 6, 2004; January 31, 2005; February 7, 2005; March 1, 2005; March 7, 2005; March 10, 2005; March 23, 2005; March 28, 2005; April 11, 2005. Sandy has forwarded this request to Jack.

IV. Review of the Quarterly Treasurer's Report

The Board voted to accept the report as presented by Ellen (Bob, Sandy; 4, 0, 0).

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V. Director's Report

Ellen has negotiated an extension on preparing the Library job descriptions requested by Human Resources.

The installation of the new optical cable connecting the Library with the Town Hall has cut across the front walkway. Rather than patching the concrete with asphalt, Ellen suggested replacing the entire walkway. Since the walkway was not considered historic, it could not be replaced as part of the facade renovation using CPA funds. The Board agreed that the entire walkway should be replaced and that the anticipated \$1000 cost should be paid from Fund 676 (Marianne, Sandy; 4, 0, 0).

The CWA contract was ratified; this includes longevity and retroactive pay for the Staff.

The bookmobile is back in the shop with a water leak around or above the windscreen. (This has become an annual event.) We have been promised parking for the bookmobile at the new Highway Department garage which is now expected to open sometime next spring.

VI. Committee Reports

None.

VII. Communications

None.

VIII. Unfinished Business

Sandy assigned the following Trustees to the three committees pursuing the Board's goals:

- Library Foundation: Liz, Bob, and Jack;
- Building Expansion: Bob, Dave, and Marianne;
- Skills: Liz, Marianne, and Sandy.

IX. New Business

Ellen presented a draft skills description application form. The Skills committee will revise it and Ellen will send it by December 1 to the Town Clerk for inclusion in the Town mailing of the census form.

The revised John F. Wagner Computer Room Policy had its first reading by the Board. The revised Procedures for Internet Access also had its first reading.

The annual action plan was reviewed and approved for submission to the MBLC by December 1 (Bob, Marianne; 4, 0, 0). The draft plan was based in large part on the work done by the recent Visioning committee.

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The Board discussed the possible use of electronic cash registers at those points in the Library where cash transactions occur. It was decided to defer any decision until Liz is able to present her position.

The Higgins Armory wants to extend the loan of the Library's Japanese saddle and stirrups for another three years. This request was approved (Sandy, Marianne; 4, 0, 0).

The FY06 capital plan was reviewed and updated for FY07; all accomplished items were deleted.

X. Announcements

The Town budget kick-off meeting will be held November 17; details to follow.

XI. Adjournment

The Board voted to adjourn at 9:15 PM (Dave, Sandy; 4, 0, 0).

Submitted respectfully,
Bob Price